

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



DEPARTMENT OF FINANCE  
DIVISION OF PURCHASES  
222 THIRD AVENUE NORTH, SUITE 601  
NASHVILLE, TENNESSEE 37201  
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**AMENDMENT NO. TWO (2) to RFP 10-51**

Notice to: All Prospective Bidders  
From: Terry Griffith  
RE: RFP Number 10-51  
Title of RFP: public relations and marketing services for Arts Commission  
Date: March 31, 2010

**This amendment is hereby incorporated into Metro's RFP Number 10-51. Bidders must acknowledge receipt of the amendment by including a copy of this document with their bid submittal.**

The following amendment items supplement, modify, change, delete from, or add to the Invitation to Bid issued. Where any provision or requirement, or Article, Paragraph, Subparagraph, Section or Clause is modified or deleted by this amendment, the unaltered portions(s) of any provision or requirement, or Article, Paragraph, Subparagraph, Section or Clause shall remain in effect.

Each Contractor responding to this RFP bid shall acknowledge receipt and acceptance of the requirements of this amendment in their proposal. Failure to acknowledge receipt may be cause for rejection of the response in whole or in part.

**The location for delivery of proposals is:**

**222 3<sup>rd</sup> Ave North, 6<sup>th</sup> floor, Nashville, TN 37201**

**The following questions have been received in connection with Metro's RFP Number 10-51. Metro's responses to questions are listed below each question.**

Does the representing agency have to be headquartered in Nashville or have offices in Nashville in order to qualify for this contract? **Yes**

Does our agency have to be officially listed as a MDB, Woman-owned agency in order to qualify for such?

**Minority and Women-owned Businesses (MWBE) must be certified and approved by Metro to qualify as a MWBE but you do not have to be a MWBE to submit a proposal.**

Could you be more specific about the scope of the services?  
Specifically regarding the collateral materials.

**We will not finalize collateral materials until we are complete with current strategic plan in June.**

Is the cost of producing these materials factored into the \$30,000 budget or does it have its own budget?

**No, production budget would be separate.**

What program is your current site in? Will this be a redesign or will the firm just be updating the site?

**No web redesign is necessary. The functional redesign is being led by our IT department and another technical contractor. The firm would be in charge of overall content review and brand consistency but no major writing or day to day updates.**

Are you willing to disclose what PR Firms have been awarded this project in the past?

**The only firm that has held contract in past is Mercatus, Inc.**

On page 15 of the RFP, it appears the numbering of the Tabs is NOT correct. Specifically, following Tab III is Tab V. Shouldn't this be Tab IV. As it stands now, the tabs end at Tab VI when there actually only five (V) tabs. Should we just make the tab corrections on our submissions? **Yes**

I submitted a proposal in October for this contract. Could I resubmit that proposal for this process? **Yes, the choice is yours.**

This is my first bid opportunity and I have a brief question for you. I haven't been a part of this process before; how do I need to get this form (the word document that was attached) back to you? Via email or does it need to be mailed?

Also when it mentions the pre-proposal meeting, what does that entail and is it standard for vendors to attend?

**It would be good for you to attend the meeting but it is not required. Proposals are either mailed in advance or delivered in person. Since the timing is so important, I would deliver it in person. It must be time and date stamped in our office. Read the RFP carefully as it explains the process in detail. Note the location change for delivery of proposals!**

**End of Amendment No. TWO (2), RFP 10-51**